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The Writer's Blue Book

BY

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THE WRITER'S BLUE BOOK

A USEFUL MANUAL
FOR ALL WHO WRITE,
PARTICULARLY FOR EDITORS,
REPORTERS, PROOF-READERS, TYPE-
WRITERS, CLERKS, BUSINESS HOUSES, SECRE-
TARIES OF COMPANIES, CLUBS, AND LIKE BODIES.
RULES FOR THE USE OF CAPITAL LETTERS
RULES OF PUNCTUATION, ERRORS OF
SPEECH CORRECTED, A DICTION-
ARY OF READY REFERENCE,
AND A COMPLETE
INDEX.

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GENERAL

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PREFACE.

THIS HANDBOOK is for all who write the English language. It has been prepared, however, with special reference to the needs of editors, typewriters, clerks, and persons in charge of correspondence for business houses. Country editors, it is believed, will find the work of great value.

Language and printing have undergone many changes during the last twenty years. This manual gives the usage of such high-class magazines as the Century, and offers helpful suggestions concerning that which few schools teach—the art of preparing copy for printers. It so chances that this information is exactly what typewriters and others who write ought to master.

With such a guide the reader will have the satisfaction of the highest authority—the Century, Theodore L. De Vinne, Teall, Moon, and others—for the style of his compositions.

October, 1902. THE EDITOR.

TO ALL WHO WRITE.

TO CALL THE RULES and principles announced in this little book original would be as misleading as if the compiler of a treatise on arithmetic should pretend to be the author of the multiplication table. In a wider sense, however, every person who exhibits old things in a new light may be said to be original. Under these terms this volume is the author's production.

After more than twenty years' experience as editor, author, proof-reader, and corrector of the manuscript of others, I am compelled to say that few people, even among professional newspaper writers and authors, follow any definite or consistent style or system in the preparation of manuscripts. The columns of newspapers abound in gross errors of grammar, the

writings of public men often are crude, and the letters of many representative business houses exhibit such shocking ignorance of the English language that one wonders whether the knack of correct writing is not becoming a lost art.

In a highly critical sense no writing is free from errors. Great scholars that have hired corps of critical proof-readers to perfect their works often have been made to blush for their printed pages; but the accuracy required in the business of every day should be far greater than it is now. A careful study of elementary principles would add to the correctness of the world's work.

It is believed that many of the grosser errors abounding in the work of editors, stenographers, correspondence clerks, and others may be avoided by observing the principles set forth in this little compendium. A study of these pages will put the reader in touch with the style prevalent among the most careful and cultured authors and publishers of the day. Modern methods have wrought some changes in the rules of grammar and rhetoric; but there are many reasons for most of them, and the person who desires to be abreast of the times must work by system. By keeping the BLUE BOOK within reach it will be easy to solve many puzzling problems of grammar and usage.

A complete cross-index at the end of the volume adds to its value, quick reference saving time.

Typewriters and others whose business is the writing of letters and legal documents should master everything in this volume so thoroughly that they can readily paraphrase its rules in concise English of their own.

A thorough understanding of the system of capitalizing here explained means the mastery of a correct and consistent method in one's work. To be able to solve questions without hesitation will certainly add to the value of every writer's and every typewriter's services.

It is not pretended that this volume will take the place of treatises on grammar and rhetoric, but it is believed that it is a more practical desk-book than any manual now extant. Its character is fully indicated by the name *manual*, a book small enough for handy reference. It is hoped that familiarity with its contents will add to the efficiency of every writer's manuscripts, be they editorials or sermons, letters or lawyers' briefs.

It is hoped that thousands of desk-toilers will discover that this modest little compendium will prove a clear-voiced and welcome companion, lightening their burdens, improving their work, and adding to the value of their services.

I.

HOW TO WRITE CLEARLY.

1. The Blue Pencil. Since grammar and rhetoric are to language what harmony and symphony are to music, every writer should see that his sentences are in tune. Whatever is written should be written well, be it an advertisement or a book, a letter or a trade circular. He who writes carelessly is treading on dangerous ground, if he desires to convey his exact meaning. It is an excellent rule to revise everything you write. But perfection is out of the question, as a writer in "Vulgarisms and Other Errors of Speech" has aptly said in the following words:

> If any one supposes that he shall ever be able to write perfectly correct English let him disabuse his mind of

the idea. The shallow critic is the only person who is sure that he can reach perfection in the art. * * * Many able and great writers are not correct writers; many correct writers are neither able nor great.

The blue pencil has saved countless authors their laurels, many business men their money, and millions of written things from the waste-basket. It insures greater clarity and brevity, often grace and finish. Every well-edited newspaper, magazine, book, and printed speech (if printed correctly) would be spotted with blue marks if one could but see the original. The blue pencil is the writer's chief guaranty of reasonable accuracy, his only insurance policy. Do you use it in your work?

2. The Blue Pencil Popular. It was the immortal Macaulay who said that easy writing makes hard reading. It was his invariable custom to revise his own work from three to ten times. Do you know that the best writers in the world have always relied upon the blue pencil? If the publishers of newspapers, magazines, and books consider blue-penciling essential to success, can anybody else hope to write or publish readable circulars, pamphlets, etc., without careful revision?

Can a young woman who earns her living by typewriting hope to become efficient without giving attention to the principles of correct composition? Can a private

secretary increase his skill more effectively than by mastering those principles that will enable him to burnish his work and prevent his employer from making blunders? Can an editor make his paper typographically clean and accurate, concise and consistent, unless he follows the style-card? But it is a lamentable fact that many educated men and women, even professional writers, are often singularly carless in their work. Even the immortal Charles Dickens said, in a speech delivered in London, in 1837:

> I have never gone through the sheets of any book that I have writen without having had presented to me by the corrector of the press something that I have overlooked, some inconsistency into which I have fallen, some lapse I have made.

If the correctors of others' work can teach the Dickenses of the world, there is certainly reason to suppose that a bright stenographer's touch may prove valuable in correcting the written work sent forth from busy offices by busy people. Even in the many classes of dictated correspondence that often must be typed verbatim, the operator's judgment is absolute in the wide field of punctuation, capitalizing, and the compounding of words. The typewriter's or the printer's jurisdiction in punctuation alone frequently determines the life or death of sentences, gives sense

and meaning to language, and makes a record for the operator. Many sentences would be meaningless without punctuation. Try to read the following, and you will see just what is meant;

That that is is that that is not is not.

But every word is clothed with meaning when the sentence is punctuated for sense, thus:

That that is, is; that that is not, is not.

The example just cited is an extreme one, selected for emphatic illustration. It is to written speech what "the wind ceaseth and the wave dismisseth us all" is to vocal utterance. These examples illustrate the prime rule that great care should be taken to make sentences convey a clear meaning.

3. Superfluous Words. It is a prevalent error to overload sentences by making them carry unnecessary adjectives, ifs, buts, howevers, exceptions, parenthetical clauses, and time-worn phrases that weaken the composition and tire the reader. It is a good rule to keep subject, predicate, and object in as logical a relationship as possible. In ordinary business letters and other plain statements there is little reason for digression. Make your sentences direct and clear. Write to

the point, and stop when you reach it, designating that stop by a period, a question mark, or an exclamation point. The story of that sentence is then ended, the job complete. Though this method sometimes gives the appearance of abruptness, it is better so than if "ambiguity and long-windedness should cumber the earth."

High forms of literary effort are often expressed in the direct and simple way here advocated for ordinary letters and composition. Here are two examples that show the advantage of telling a story by a few clear sentences, without interrupting the main current of the narrative:

(a) From the opening of Robert Louis Stevenson's "Kidnapped":—I will begin the story of my adventures with a certain morning in the month of June, the year of grace 1751, when I took the key for the last time out of the door of my father's house. The sun began to shine upon the summit of the hills as I went down the road; and by the time I had come as far as the manse the blackbirds were whistling in the garden lilacs, and the mist that hung around the valley in the time of the dawn was beginning to arise and die away.

(b) From the opening of Leigh H. Irvine's "An Affair in the South Seas":—When I saw Atollia first, I neither knew nor guessed how great a part it was to play in my life. The air was tropical, the sun bright, the sky ripe with the colors of afternoon. I had been for years in the fogs of San Francisco, struggling hard to succeed at the bar, but the outlook was discouraging. Here was a promising field of life; the prospect was wild and pleasing—and the sight of a new world after many weeks at sea set my pulses leaping.

It is an excellent practice to clip an article from a newspaper, paste it on a sheet of legal cap, then note errors on the margins. Cut out useless and improper words, and substitute concise and effective words and clauses for those rejected.

It is an error to use commonplace expressions. People fall into this habit readily, and it is hard to avoid the fault. Expressions that have had no rest since Noah went into the Ark should have a long holiday.

Two examples of gross carelessness are noted in passing, the first from an evening newspaper of San Francisco, the second from its competitor:

1. Attorney Heggerty, who with Attorney Knight WERE the ATTORNEYS of the late Charles L. Fair, searched for the will.

2. The money is contributed mainly by grafters who have designs on THE SPRECKELS' leg.

There is a shameful confusion of the subject of the sentence in the first example. In the haste and carelessness of composition, proof-reading, etc., the fact that Heggerty *was*, is wholly overlooked.

In the second example the author evidently thought he was using the word *Spreckels'* in the possessive case (but it should have been written Spreckels's, if that was the idea); he did not know that

the noun *Spreckels* qualifies the noun *leg.* It should be remembered that when the definite article *the* precedes a noun used in the sense written in the foregoing it is an error to use the possessive sign. In such sentences the noun is used as an adjective

II.

USE OF WORDS AND PHRASES.

4. The Articles and Clarity. *A, an,* and *the* are known as articles. They are used to define the application of nouns, and great care should be exercised to repeat them in sentences where repetition is necessary. Examples: "A black and red cow" means one cow of two colors. If two cows are meant, "a black and *a* red cow" should be written. In other sentences of general meaning, as, "I am persecuted to *the* death," it is not proper to use the article, because *death generally* is meant.

By *the* day is better than *per* day; ten cents *a* bushel is better than *per* bushel. Skip *per* whenever it is possible to do so.

It is well to avoid foreign words or abbreviations.

The definite article *a* can not be put before a plural noun, even if a singular noun should intervene; for which reason the expression, "I saw *a* house and gardens" is incorrect. *A* gardens? Never! In this connection it should be said that *a* and *an* are merely other forms of *one*.

5. Singular and Plural Nouns. Much confusion arises at times because some nouns of plural form are really singular in meaning. Instances of these are: Mathematics, acoustics, metaphysics, politics (though this is also plural), physics, news, headquarters (in some senses), whereabouts, means (also plural at times), and molasses. Thus it is proper to say: Mathematics is a science; metaphysics is ennobling; politics is warming; physics is abstruse; news has come; his whereabouts is known; light is a means of seeing; means were taken to restore the patient; and molasses is injurious.

6. Words Always Plural. The following words have no singular: Annals, aborigines, amends, assets, antipodes, bellows, billiards, dregs, gallows, tongs, pincers, scales, trousers, whiskers, matins, nuptials, obsequies, spectacles, premises, pains, and scissors. Alms, eaves, and riches are now

regularly construed as plural. When in doubt concerning the number of a noun, it is well to consult the best dictionary at hand—and it should be a good one, say the Century, the Standard, or Webster's International.

7. Varying Plurals. Some nouns have two plurals, and they differ in meaning. Care should be observed in the use of such words. Examples are: Brothers (by blood), brethern (of a church or society); cloths (kinds of cloth), clothes (garments); dies (stamps for coins), dice (for gaming); fish (collectively), fishes (individuals or kinds); geniuses (men of genius), genii (spirits); indexes (to books), indices (signs in algebra); peas (separately), pease (collectively); pennies (separately), pence (collectively); shot (collective balls), shots (number of times fired).

8. Titles, Figures, etc. There is good authority for two ways of designating the plural of names with titles. One may say the three Miss Browns, or the three Misses Brown. The latter is the more prevalent expression.

It is better to make the plural of letters and figures by adding *s* than by *'s*. Thus, *6s* and *7s* are preferred to *6's* and *7's*.

9, Some Bad Forms. Disremember for do not remember, is bad; gotten is never a proper word; use proved, never proven; ill, never illly; say over, never overly; unbeknown is not a word; and you have a *contemptuous* (not contemptible) opinion of a man whose conduct is *contemptible.*

When you use *either* remember that *or* goes with it as a correlative, but when you use *neither,* its companion must be *nor. Not* is also a correlative of *nor,* as: "He is *not* drunk, *nor* half drunk." The rule is stated by Mr. G. Washington Moon, in his celebrated "Vulgarisms and Other Errors of Speech," thus: "*Or* is the correlative of *either*; and *nor* is the correlative of *neither* and *not.*"

The following sentences from the writings of President Jordan, of Stanford, illustrate the correct use:

These addresses are designed, not especially for the theologian, nor for the layman; not for the churched nor for the unchurched; not for the Christian, nor for the Jew; but for all who are earnestly interested in these inquiries.

Avoid the use of commonplace and slovenly legal phrases in ordinary writing. Such expressions as "the said," "the aforesaid," "the same," "the above," "the undersigned," and countless phrases equally old, should not be used in correspondence or ordinary writing, whatever their

place (questionable) in legal documents. Writers addicted to these vices frequently leave out words and phrases, even the subjects of sentences, as in this:

Dear Friend:—Went to theatre last night. Saw Harry and mother. All enjoyed play, and hope to see it again.

Such carelessness often leads to grave confusion. The writer is the only person who could know whose mother was meant, or who "hope to see it again." It would have been far better if the writer had said that he met Harry and *his* mother, and that *we* or *I* hope to see the play again.

10. Discard Abbreviations. It is a neat and approved style to spell out titles. Doctor and professsor should always be spelled in full, and so should general, captain, colonel, major, reverend, and most other titles except *Mr.* and *Mrs.* DeVinne well says that no form of carelessness in writing—not even the misuse of capitals—so plainly indicates the undisciplined writer as the abuse of abbreviations. The use of the ampersand (&) in the following sense is very frequent, but very bad: "I went home weak & tired." Inst., prox., and ult. are proper in correspondence and other forms of commercial work, but they are out of place in more dignified manuscripts.

It is better to spell in full Jas., Jos.,

Chas., Wm., Geo., Thos., and like names, than to print them as here given, or in any other abbreviated form.

It is proper to print a. m. and p. m. this way rather than A. M. and P. M., because the capital letters give the abbreviation too much prominence.

11. Who and That. Some nice distinctions in aid of clarity have arisen in the use of *who* and *that*. Mr. Alfred Ayres, author of "The Orthoepist," etc., holds that *who* and *which* are co-ordinating relative pronouns, and that *that* is the restrictive relative pronoun. He would say that the sentence, "I met the watchman *that* showed me the way" is better than "*who* showed me the way," because more definite, and because it is susceptible of but one meaning. Other grammarians allow more latitude, leaving much to the taste of the writer. The fact remains, however, that *that* is nearly always the proper word in restrictive meanings. Its correct use should be mastered, for often it is the only word that should be used. The following illustrations—based on Ayres' introduction to Cobbett's "Grammar Without a Master"—shed light on this subject:

The familiar line from Goldsmith, "And fools who came to scoff, remained to pray." Does this mean, And the fools that came, though they came to scoff, re-

mained to pray, or does it mean that some of the fools that came, came to scoff, and these remained to pray? Probably the former is the meaning, but this can only be conjecture. If the latter is the meannig, it is clear that the proper relative to use is THAT.

Again: "All stenographers WHO are interested in capitalizing should buy a copy of this book." Does this mean that all stenographers are interested in capitalizing, or does it mean something more restrictive? Suppose the sentence were: "All stenographers THAT are interested," etc., could there be a doubt of the meaning?

A careful study of such examples will prove valuable to the person desiring to master the distinctions set forth in the rule heretofore announced.

12. Whose, of Which, That. It was formerly considered improper to apply *that* to a human being, and to apply *whose* to either animals or inanimate things. De Quincey was particularly averse to any departure from this rule. Time works changes, however, and we are now permitted considerable latitude in the use of these words. It is proper to speak of "Mount Shasta, whose snow-crowned peaks are an inspiration," and to say, "Everything comes to him that waits." Since use is the great law of language, De Quincey's strictness must give way to modern custom. Indeed, an examination of the writings of illustrious authors shows that the periphrasis "of

which" is avoided very often. "The fruit of that forbidden tree, whose mortal taste brought," etc., is a pretty authoritative example of old usage.

13. Double Possessives. Double possessives (double genitives, more properly) have long been firmly fixed in good English, though many people err by not using them. The double possessives often add emphasis and prevent ambiguity and nonsense. Sewell says that such forms as *hers, ours, yours,* and *theirs* are really double possessives, since they add the possessive *s* to what is already a regular possessive inflection. Here are some examples of double possessives:

No word of ours can describe the fury of the conflict.—J. F. Cooper.

That house of his, that sister of mine, that illustration of President McKinley's—these expressions are all correct. To say "that illustration of President McKinley," would leave a question as to whether a picture of President McKinley was meant.

Those lectures of Lowell's had a great influence with me.—William Dean Howells.

He wore that quaint old French sword of the commodore's.—Edward Everett Hale.

Those sentences of Caesar's.—Froude.

That friend of Roosevelt's talked wildly.—Louis F. Post.

That dog of Smith's (surely not of Smith!) is dead.

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14. Two Nouns in the Possessive. When two or more nouns in the possessive case follow each other and are joined by a conjunctive conjunction, this is the usage: Man, woman, and child's country; Paul, Crow, and Charley's mine.

15. A Study in Ellipses. Experience confirms the statement of William Cobbett's that we almost always leave out some of the words that are necessary to the full expression of our meaning. This leaving out is called the *ellipsis*, which means the skipping of a word that is understood. Every writer should consider the words he has thus omitted, and if he has any doubt he should fill up his sentences by writing in the left out words (for his own eye only). Study the sentence as it would be if all elilpses were printed. By keeping in mind the *understood* words it will be easy to prevent the use of verbs of the wrong number. The study will also prevent the use of the article *a* before plural nouns. Examples:

'My father is away and I seldom at home," is a bad sentence becauss IS is understood. With the ellipsis supplied it would run: "My father is away and I IS seldom at home." It should have been written: "My father is away and I AM seldom at home."

"The hospitality of a Scottish chieftain or Irish nobleman was not greater than theirs," should have been "or AN Irish nobleman."

"License is fixed and saloons cinched" (from a recent newspaper headline), should have been "and saloons ARE cinched;" otherwise the carrying over of IS makes "saloons is cinched."

16. Division of Words. One is safe in observing the American rule of dividing words at the end of the line according to pronunciation, rather than the British rule of dividing on the vowel to show derivation. This is the rule stated by F. Horace Teall, who was one of the editors and critical proof-readers of the Standard dictionary. The Standard, the Century, or Webster's International should be consulted on this subject frequently. Scholars say that the Standard's system is the simplest and most complete yet devised. Read the best books and note the syllabication.

17. The Location of Tense. In an early edition of his "Rhetoric," Adam Sherman Hill gives this valuable rule concerning tense: "Mistakes are often made from neglect of the principle that the time of the action recorded in a subordinate part of a sentence is not absolute, but relative to the time of the principal clause; and that, therefore, the tense of a dependent verb is determined by its relation to the verb on which it depends. Examples: 'I expected to have found him' is wrong; it

should be, 'to find him.' So, 'to have written, should be 'to write.' "

It is now generally understood by good writers that the location of the tense in the principal sentence is sufficient; but it should be said that this rule is somewhat recent. In the works of Macaulay, Defoe, and others of their time are such sentences as these:

I had hoped never to have seen [to see] the statues again.—Macaulay.

I expected every wave would have swallowed [would swallow] us up.—Defoe.

18. Who and Whom. Baskerville's work on grammar indorses the expression, "Who did you see?" because there is no objective form in spoken English, except the stilted *whom*. This will be a great relief to many people. Here are examples:

Who have we here ?—Goldsmith.

He hath given away half of his fortune to the Lord knows who.—Kingsley.

Who the devil is he talking to ?—Sheridan.

Who have we got here ?—Smollet.

Who should he find there but Eustache ?—Marryat.

19. Might is Past and Present, Never Future. "He might see me next week," is not a proper expression. Might belongs to the past tense. Though often properly em-

ployed to denote the present tense, it can never denote the future. We work that we may live, and he worked that he might live.

20. Determining the Number of Verbs. It is proper to say either, "twenty dollars was paid," or "twenty dollars were paid." In the first sentence "the sum of" is implied. Teall says that "twenty dollars is logically singular when one amount of money is meant." But many good writers make *dollars* agree with the verb.

The expression "one and one-quarter inches were measured," is likewise defended as proper because the plural verb must go with "one and something more," even if that *something* does not equal another *one*.

One may say "ten and eight is eighteen," or "are eighteen." The singular verb implies "the sum of." In sentences of this character the singular verb is tolerated simply because something singular in meaning is implied under the rules of logic, and because use has sanctioned the form.

21. Whether or Not, Whether or No. Each of these expressions is correct under certain conditions. As a conjunction: "Tell us whether you are going or not." The negative alternative (or not) is often im-

plied rather than expressed. As an adverb: "I will do it, whether or no." "She loved him whether he was good or no." In these examples *no* is used at the end of a sentence or clause to express an alternative condition.

22. Had Rather, Would Rather. Since the time of Samuel Johnson, grammarians and good writers have preferred *I would rather* to *I had rather.* A few authorities say *had rather* is good.

23. Have Never Been, Never Have Been. Bain and other grammarians prefer *have never been* to *never have been.* One cannot err greatly, however, by choosing either order of words, for good writers vary in the use of these expressions. In his work on grammar, Bain says: "The adverb is placed between auxiliary and participle—'I shall never forget your kindness'; 'he has carefully studied the case.'"

24. Anticipate and Expect. One of the most frequent errors of every day English, especially in newspapers, is the use of *anticipate* in the sense of *expect.* We *expect* a man to pay his debt when it is due; but if we know he intends to abscond we *anticipate* him by putting a policeman at his door. We do not anticipate a good time—we expect it.

25. Some Puzzling Idioms. There are some such expressions as, "Italian and Chinese American citizens," which are very puzzling. The question arises whether hyphens should be used in such expressions, and how. Such sentences are sometimes erroneously written with one hyphen, as, "Italian and Chinese-American citizens." The sentence is proper as first written, but a somewhat more discriminating use would be, "Italian- and Chinese-American citizens." In expressions like these the interrupted compounds are properly written with hyphens. The reader should see the twenty-seventh rule, under the heading "General Style Card," in this book.

Another queer idiom is seen in the expression, "Erastus P. Rowe is at his cousin, Henry Rowe's." Some authors prefer to write the sentence this way: "Erastus P. Rowe is at his cousin's Henry Rowe's." The first form is the better usage.

"The king of England's lands" is another odd idiom, but it is well established.

The expression, "his six-year-old son," is good; but a queer use indorses the form, "the four-months-old baby." Why *months* should be preferred in one case and *year* in the other, is not known.

It is proper to say *two-bit machine, six-*

foot pole and *fine-tooth saw.* Such idioms are well received by the very best writers.

26. Shall and Will, Should and Would. Great errors arise in the use of auxiliaries. Simple futurity is expressed as follows: I and we shall; you, he (and they) will. Will (or volition) is expressed thus: I and we will; you (he or they) shall. In the first person *shall* expresses simple futurity; but when *shall* is applied to another it expresses compulsion. In the second and the third person *will* expresses simple futurity. *Should* and *would* follow the rules that govern *shall* and *will.* In official letters addressed to employees *will* is sometimes used in place of shall, for politeness, as: "You will go to New York at once."

III.

PUNCTUATION.

It should be said that punctuation is far from being an exact science, for few authorities agree where all the marks should be placed, and few writers punctuate the same way.

Most rules of punctuation are more or less general, subject to many exceptions, and likely to be construed one way by one writer, another way by another. However there are some points too plain for dispute, and they should be mastered. The reader might ponder over the statement of an old teacher of rhetoric, "that no man has ever so mastered the rules of punctuation that he is able to punctuate a long and intricate manuscript the same way twice."

27. The Period. At the end of every sentence one of these three marks must appear: **? ! .**

(a) An interrogation point when a direct question is asked. How are you ?

(b) An exclamation point if the sentence is exlcamatory. O Death! where is thy victory?

(c) In all other sentences a period. John saws wood. Ducks swim.

Use a period after every roman numeral, unless in paging. Gregory IX.; George III.; Napoleon I.

Use a period after every contraction that is not written with an apostrophe; as, Wm. for William; Dept. or Dep. for department.

Use a period before every decimal number. .05 of one per cent; 12.56.

28. The Colon. In recent years the use of colons has been restricted a great deal, compared with old usage.

The colon, according to Teall, should be used after a word or clause introductory to a speech (Fellow citizens:); a letter (Dear sir:); a statement of particulars (as follows:); or a quotation of a long sentence or a number of sentences (The writer said: "We shall now consider the subject in detail," etc.); and before a short quotation if that is made a separate paragraph.

The modern rule is against the doubling

of points. When an abbreviation precedes a colon (as in viz:) drop the period.

De Vinne says the colon is the joint or hinge which unites the members of the nominative and the objective, which would seem to be disconnected if the colon were omitted. Example:

> Art has been to me its own exceeding great reward: it has soothed my afflictions; it has refined my enjoyments; it has endeared solitude; and it has given me the habit of wishing to discover the good and the beautiful in all that surrounds me.

It is a common custom to use the colon to express time, as in 12:30 p. m. Some authorities prefer the period, but long use is against the new form. It is the writer's opinion that the decimal meaning of a period in proximity to figures leads to confusion and doubt as to whether time is meant.

29. The Semicolon. Semicolons are used following clauses where there is too much of a break in the sense for the use of commas, and not enough for periods.

The semicolon is proper in sentences of two or more members, "when each member makes a distinct statement, with some dependence on statements in the other member or members." Here is a common use of the semicolon:

President Roosevelt's record of work for the year is: one hundred speeches delivered in America; three thousand letters dictated to French people; four hundred informal talks at banquets,

A fine example of the use of the semicolon is the following from Teall:

An author may write carefully; he may use the clearest language, and make his manuscript conform in every detail to what he desires to have in print; but he can not be sure of having everything right in print unless he reads it in proof with equal care.

The student of punctuation should read the best books and magazines, noting the punctuation as he reads. This habit, and long practice of writing, will enable him to acquire the art of punctuation sufficiently to express his meaning with fair accuracy.

30. The Comma. The modern tendency is to punctuate for sense, omitting all commas that are not essential to clear meaning. Under this rule, "it is therefore proper to say say so and so," is preferred to "it is, therefore, proper," etc. "To err is human; to forgive is divine," supersedes the old, "to err, is human; to forgive, is divine."

Rules are of considerable value, but practice is the best teacher known. Teall says that a comma should be inserted after each slightest break of connection in the

grammatical construction of a clause or sentence, but not where the words are closely connected in sense.

When there is no break in the sense no comma should be used, unless necessary for clearness of expression.

Bardeen says the comma must be used to separate from the rest of the sentence the vocative expressions—the names of persons or things addressed. Thus: "I remain, sir, yours sincerely." "Honesty, my son, is the best policy; I have tried them both."

The comma is used to separate from each other words of the same part of speech and in the same construction, when not connected by conjunctions: "A still, small voice." "He was wise, honest. brilliant, and brave."

Use the comma when words are more than two in number; as, the deed was done nobly, bravely, and modestly.

The comma is often omitted (erroneously) before the conjunction connecting the last two words of the series. For Example: Mary, Helen and Julia have come. This is wrong for the reason that there is no person whose name is Helen and Julia; and again, as De Vinne says, the impression may be made that Helen and Julia were travelers with each other and not with Mary.

The comma should go after each but the

last of a series of words and phrases each of which has the same connectiou with what follows.—TEALL.

An example is this: writers, printers, and teachers should know our language better than they do. Another exampe is: plain, well-punctuated, and otherwise carefully prepared manuscript is desirable.

Many careless writers omit the last comma; but such usage is very slovenly. Indeed it should be said that there is authority for the use of one more comma than in the example; for there are those who insist that there should be a comma after the last of a series of nominatives.

Some of the old school would write: writers, printers, and teachers, should know our language better than they do.

De Vinne gives the following examples of proper punctuation, which the reader will do well to study: Ulysses was wise, eloquent, cautious, and intrepid, as was requisite in a leader of men. Ease, indulgence, luxury, and sloth are causes of misery.

Here is an example that shows the great value of knowing how to place commas where they belong:

> The prisoner said the witness was a thief.
>
> The prisoner, said the witness, was a thief.

The insertion or omission of commas in

such sentences sometimes marks the difference between a libel suit and a reputation for telling the truth.

When two statements, each with its own subject, verb, and object, are put in one sentence, the comma should be used to show their distinctiveness, even when the sentence is very short.—DE VINNE.

Here are two examples: Jacob saw Isador, and Isador saw Aaron. Roosevelt abused Democrats, and Democrats abused Roosevelt.

Good writers now discard the ancient rule that commas should be inserted to indicate pauses of the voice in reading aloud. Such a custom makes an unsightly page, confusing rather than helping the reader.

Use commas only where they will be of service in unfolding the sense. In a case of doubt, omit the comma.—DE VINNE.

31. The Dash. The dash must be used when a sentence is broken off abruptly, by interruption or otherwise. Thus:

"I am my own editor, my own printer, my own proof-reader—" "And your own cook," broke in the office devil.

De Vinne gives the following striking illustrations of the great power and beauty of the dash, the only mark proper in the examples:

Here lies the great—false marble! Where?
Nothing but sordid dust lies here.

Thus the plot thickens—but I weary you.

"The decision was in your favor, but—" Here the speaker was ordered to stop.

The dash often gives additional point to language in which there is an anticlimax. Example:

Thou great Anna, whom three states obey,
Who sometimes counsel takes—and sometimes tea.

Another frequent and proper use of the dash is to amplify the details of a statement in a clause not parenthetical, as:

But you—that are polluted with your lusts, that are swollen with pride and wine—you judge it straight a thing impossible.

The dash should be used to show the omission of part of a word or name, as:

His name was Judge ——— of the town of ———, and it was evident that he was very much pleased with the show.

The dash is often used to show hesitation or stammering, as: "But you see that's the tr—trouble; he has no m—m—mind of his own."

The dash denotes an abrupt change in the construction, a suspension of sense, an unexpected transition in sentiment, or a

sudden interruption. Here is a common use:

Cleveland, Bryan, Debs—where are they?

Cobbett, one of the greatest grammarians the world has ever known, condemned the dash as a wholly senseless mark of punctuation, never once using it in his book; but the dash has been a recognized mark for many generations, and though it is often misused it has its place in good punctuation.

One should never use a dash when commas, parentheses, or other marks are needed. Dashes are too often inserted when the writer has no idea what marks should be used. In such cases they have been well called "marks of ignorance."

32. Parentheses. A word, phrase, clause, or sentence inserted where it has no connection in sense or construction, as for explanation, qualification, or any similar purpose, should be enclosed within marks of parenthesis.—TEALL.

The following will illustrate:

I (the writer) think this a good rule.

Bryan (because he was for silver) spoke against gold.

In many instances there is no choice between commas and parentheses, or between dashes and parentheses. Here are

some further illustrations of the proper use of the parenthesis

Know this truth (enough for any man to know): God is love.

Left now to herself (which was pleasure enough), she painted her face, using double mirrors to give her a good view.

A comma is seldom needed before the first parenthesis; it should go after the last one. De Vinne says: "When any complete sentence is enclosed by parentheses, the period should be before the last parenthesis, but when these parentheses enclose a few words at the end of a sentence, the period should be after the last parenthesis."

33. Brackets. An insertion not merely disconnected, but having no effect upon the meaning of the context, should be enclosed within brackets.—TEALL.

Examples: "Were you aboard [on the train] at [the time of] the collision?

You will understand, my son, that I must tell you all. [Some details of family matters are here omitted.] There is much for you to learn from my letters.

I swear that I was naturalized [here state name], in Missouri.

De Vinne says: "Parentheses always enclose remarks apparently made by the writer of the text. Brackets enclose remarks certainly made by the editor or reporter of that text."

34. The Apostrophe. The apostrophe is a mark of elision, meaning a striking out. It is most frequently used to indicate the possessive case, as in the words *Emerson's home.* It is also used—in a single or a double form—to mark the close of a quotation.

A loose way of omitting the *s* in such expressions as "Bill Banks' house" (meaning Bill Banks's house) has recently crept into certain newspapers, though it is not sanctioned. Consult the Century and like publications for the correct usage. De Vinne, Teall, Bain, Moon, and others have promulgated the ancient and proper rule that when the sound of a second *s* is given in speech the apostrophe should be inserted. Bain says: "We say St. James's and St. Giles's, Burns's and Douglas's." As heretofore stated, this is the style of such magazines as the Century.

Teall is also a stickler for the *s* whenever it is pronounced. De Vinne is equally firm on the subject. Though many scribblers write all sorts of possessives by merely adding an apostrophe to the last *s*, as in the expression "Spreckels' newspaper," the weight of authority is against such a slipshod manner of denoting the possessive case.

The apostrophe indicates the omission of letters in such words as the following: I'll for I will; I've for I have; 'twas for it was; the Argonauts of '49; the spirit of '51; the patriots of '76.

35. The Place for Quote-marks. It is sometimes a puzzle where to place quote-marks. There is no better rule than that stated by De Vinne. He says that the closing marks of quotation always should be placed after the comma or the period in all places where these marks are needed; but the fact is the proper place of the closing marks of quotation should be determined by the quoted words only; they must inclose those words, and no more; they may be before or after the points, according to the construction of the sentence. When the quotation makes a complete sentence, put the quotation-marks after the period at the end of that sentence; when the quotation is at the end of but a portion of this sentence which terminates with a colon, semicolon, or any other point, then put the marks before the point. The mark of punctuation intended to define the construction of the completed sentence should not be made a portion of the fragmentary quoted matter.

36. The Hyphen. The hyphen divides words at the end of a line, but it also connects compound words of one kind (others being written in solid form), and is used as a leader line to connect words or figures in columns.

For the use of hyphens in the compounding of English words we commend the in-

valuable work of F. Horace Teall. Mr. Teall's book is to compounding what dictionaries are to the spelling of words. The work may be ordered from the Crown Publishing Co., of San Francisco.

IV.

CONCERNING STYLE-CODES.

37. Before discussing the use of capital letters it should be said that there are many differences among the authorities. Furthermore it is sometimes difficult, by reason of the many combinations of words in different meanings and grammatical uses, for a writer to maintain uniformity in his style. Despite these conditions, every writer should select an approved style and follow it as closely as possible.

38. The author is a follower of the method advocated by Theodore L. De Vinne, the eminent authority on composition and typography. De Vinne's code differs in many respects from that of F.

Horace Teall, one of the editors of the Standard dictionary, and at present (September, 1902) one of the editors of the Inland Printer, of Chicago. The author of this work has the word of the manager of the Century Company that the Century and the Century's printing offices have no other style-card than Mr. De Vinne's "Correct Composition." A critical examination of the Century, however, reveals the fact that the magazine does not follow De Vinne in all respects. For example, De Vinne does not capitalize *state* in such a sentence as, "the names of the states and territories are sometimes abbreviated." The Century follows Teall's style in such cases, setting *State* with a capital initial. See paragraph 45.

39. Many of the salient features of the De Vinne method have been adopted by the Maritime World, a monthly magazine, of San Francisco. Its style-card appears in pages following these explanations, and a study of its code may prove an assistance to the reader. Aside from style-cards, however, certain fundamental rules should be mastered.

1. Every sentence, every line in poetry, and every proper name must begin with a capital letter.

Difficulty arises in applying this simple rule, for often there is a question

as to what is a proper noun. A state (not any one in particular) is not capitalized by De Vinne; but Teall capitalizes the word whenever it refers to one of the United States. Again, Teall writes, "Cummings was not an Assemblyman." De Vinne would not use a capital letter, but would write *assemblyman.*

2. The pronoun I and the interjection O should always be written in capital letters.

3. All appellations of God should have capital initials—Jehovah, Lord, Omnipotent Father. But pronouns referring to God are not capitalized. The Bible does use capitals for, *his, him, Whose,* etc., when these pronouns mean God. The style of capital letters in this sense came from ancient hymnals.

4. Headlines, words in legal papers, posters, cards, various forms of job and display work, and sometimes words used in scientific treatises are more freely capitalized then when the same words occur in letters, books, and other forms of more dignified text.

40. Words Preferred in Legal Documents. It should be said that in legal documents and in every writing of formality, as well as in displayed composition, capitals are used

for the general as well as for the specific name, as: State of Missouri, County of Holt, instead of state of Missouri, county of Holt, which is the preferred form in ordinary text.

De Vinne's rule is that words should always be preferred for numbers as well as for dates in legal documents, as in

> This indenture, made the twenty-seventh day of June, in the year of our Lord one thousand eight hundred and ninety-seven.

Words should also be used in all legal papers for the statement of moneys paid, as well as for the measurements of land and the expression of values, for figures are specially liable to error, alteration, and misconstruction. For this reason statements of numbers plainly intended to have special distinction should be in words, even when they appear as arabic figures in ordinary writings. Even in compact writing the use of spelled-out words instead of figures is sometimes obligatory.—From "Correct Composition."

V.

THE MARITIME WORLD CODE.

41. The following style-card, used by the Maritime World, of San Francisco, is based almost entirely on the De Vinne method, as heretofore explained:

1. Unless copy is clearly wrong, follow it; but master these rules, which are superior to copy. The editor must be held to the rules; if he departs the compositor may correct him.

2. Extracts that are set solid or in smaller type (single space on typewriters) have no quote-marks.

3. When we quote from another we quote his style of capitalizing, spelling,

and general method of typography, unless the matter quoted is either edited or marked "follow our style."

4. Capitalize all names of special days, as: Arbor Day, Labor Day, Black Friday, Decoration Day, and all names applied to historic days. The Restoration, the Advent, and Commencement Day are further examples.

5. In citing a newspaper or magazine the definite article *the* should not take a capital letter, as *the* New York Herald, *the* Liquor Dealer. But *The* goes up in book titles. "The Life of Christ."

6. Capitalize Board of Education, Society for the Poor, Assembly of New York, and the leading words of the titles of all organized assemblies, corporations, etc., as: Southern Pacific Railroad Company, Charitable Association of San Francisco, Milpitas Editors' Club.

7. When definite titles or names are shortened like the Senate, the Club, etc., meaning a particular senate or club, use capitals. Likewise where *the* State or *the* Government means one in particular, as following a reference to California, capitals should be used. The Union, the Nation, etc., follow the same rule.

8. *A* state, *a* senate *a* club, should not be capitalized when not specifying some

particular body. All such words, when preceded by the indefinite *a* or *an*, take lower case, because common nouns.

9. Titles preceding names go up, as: Engineer Ryan, Janitor Jones; but in James G. Blaine, secretary of state, the title is kept down. Alexis, grand duke and envoy extraordinary, is another illustration.

10. When only the title of a person is named, as *the* President, *the* Judge, meaning a definite person, as noted by the definite article preceding it, the title goes up, as: "Good morning, Governor," meaning Governor Gage. This is so because the curtailed expression is used in lieu of a proper noun.

11. Two capitals are not needed in compound titles, as: Major-general Merritt, Ex-president Cleveland, Ex-mayor Lynch, Ex-supervisor Boxton

12. Salutations go punctuated in this way: Dear Sir:— Ladies and Gentlemen:— Fellow Citizens:— It is probably more scholarly to omit the dash, but long use approves the two points.

13. This usage illustrates the rules: The assembly chamber was soon filled with senators and congressmen. Senator Brown asked a governor to drink wine. It was Governor Gage. Then the Governor (meaning Gage) said so and so. A high

court of chancery is not capitalized, but the High Court of Chancery of Goat Island is proper. The definite article indicates the need of capital letters in the examples.

14. Creole, negro, mulatto, quadroon, gipsy, greaser, and like disparaging titles and nicknames, go down. This rule holds in all cases of like names applied to races.

15. Arctic, Tropics, Levant, Orient, and all geographical names used as proper nouns go up; but nouns used to specify merchandise go down, as: arctic ivory, india ink, russia leather, morocco, turkey red, port wine, chinese blue. When words derived from proper nouns have thus lost the direct connection or literal sense of the name there is no need of capitals.

16. Transatlantic, transpacific, herculean, etc., go down, as do all qualifiers derived from proper names, and compounded with prefixes or suffixes in a similar way.

17. East, West North, South, and their compounds (Northwest, Southwest, etc.), go up; but when used to define the points of the compass only they go down, as: it is an east wind.

18. Bay of Fundy, Straits of Dover, etc., go up, also, "he made a trip on the Bay" goes, if a particular bay is meant. The short expression is a synonym for the complete name.

19. In the name "state of New York," or in the expression "empire of Germany," both state and empire thus used go down. New York State goes up, because state in this sense is a part of the name of the organization.

20. All religious denominations and political parties go up, whether used as nouns or as adjectives: Prohibitionists, Spiritualists, Republicans, Catholics, Methodists. The Catholic clergy, the Prohibitionist platform. Not so of pagan and heathen. Too indefinite.

21. All important epochs go up, as: Commencement Day, Middle Ages, Silurian Age, etc.

22. Roman letters, italic letters, bowie-knife, india-rubber, and like expressions are set in lower case.

23. Direct references to the Bible go up, as: the Scriptures, the Gospels, Holy Writ, the Word, etc.

24. Everyone, anyone, onesself, etc., are not set as one word, as are football, baseball, and steamboat. Can not is preferred to cannot. One's self is correct.

25. Choose the simplest permissible spellings, as: traveler, theater, fulfill, fulness, whisky, instead of traveller, theatre, fullfill, fullness, whiskey. Skilful,

wilful, bazar, draft, and drouth are preferred forms.

26. When in doubt consult a dictionary, or choose that spelling likely to give the least trouble in the event of a change in proof.

27. Foot-, top-, and side-notes, quarter-, eighth-, and half-kegs, base- and foot-ball. This is good usage. See the Century magazine for examples, or see any books published by the Century Company.

28. The seasons are not capitalized: winter, spring, summer.

29. Except in scientific writings these plurals go: Indexes, cherubs, formulas, seraphs, beaus; but the scientific form is: appendices beaux, cherubim, formulæ, indices, media, seraphim, and vortexes. Executrices and administratrices are the only plurals known for executrix and administratrix.

30. Use *an* before words that begin with a vowel sound, or when *h* is silent. Use *a* when words begin with a consonant sound, or with a vowel preceded by a strong aspirate, as: an honor, an hour, an heir, an adder, an herb; but a eulogy, a European, a unanimous, a universal, a hotel, a humble, a historical, a hospital, a ewe, a usurper.

31. "Oh, how I suffer!" is correct as an ejaculation of pain or woe; but "O that I had the speed of the wind!" as an ejaculation expressing wish or desire.

32 Farther is used to imply distance; but "I have no further use for ignorant clerks." Further means besides, or additional.

33. When expressing whole numbers in text, spell them out in full. The ship had one hundred passengers; the steamer's displacement is eighteen thousand tons.

34. April 20, May 22; but if the number precedes the month 22d of April is preferred to 22nd.

35. Second Street is better than 2d Street; but 42 Second Street is better than Forty-two Second Street.

36. Do not capitalize the names of centuries. The best magazines run: fifteenth, sixteenth, nineteenth centuries.

37. Pronouns referring to God (thee, thou, thy, he, him, and his) are not capitalized in the Bible. Follow the Bible in this.

38. Corporate bodies (including states) defined by the definite article *the* need a capital, while those that follow the indefinite article *a* or *an* should not have a capital.

39. Capitalize the synonym for the name of a dignitary: Your Honor; Your Majesty; Your Excellency, etc. Any name that stands in lieu of a definite person, should follow the same rule.

40. All personified words go in capitals: the spirit of Fire; War stalked abroad; Peace spoke to the nations; a youth to Fortune and to Fame unknown; Crime ran riot; Fate smote the wretch.

41. Emphatic quotations go up, as: President McKinley himself said, Thou art the man; the editor answered, Your printers were all drunk. Fragmentary quotations run thus: The speech was described as "truly eloquent throughout."

42. Avoid doubling points, but this is good: "They played base-, foot-, hand-, and town-ball." In Co's (possessive) a period is not needed after the *o*, nor after the *z* in viz:

43. It is never necessary to repeat *etc.* Writing etc., etc., weakens the sentence. Et al is the expression; et als—never.

42. Some Examples. The following correctly written sentences illustrate many of the rules set forth in the foregoing style-card:

A NIGHT OF HORRORS.

It was Labor Day, but there was a celebration equal to that of the Fourth of July. No pagan holiday ever surpassed some of the heathenish performances there enacted. According to the New York Herald Ex-president Cleveland was there, accompanied by Colonel Hay, secretary of state. The President of the United States was there, and various ex-presidents' memories were honored. There were senators, assemblymen, judges of the Supreme Court of the United States, and judges from other supreme courts in the throng—but not one from the Supreme Court of the state of Georgia, or from New York State. David Bennett Hill wore an arctic coat from the Arctic. During the evening a German sang, and a gipsy danced a jig. The Orient, the Arctic, the Tropics, and the Levant contributed to the decorations. The dances were on a brussels carpet direct from Brussels, according to the word of two doctors of divinity who sat near six masters of art. The titled gentlemen laughed until they shook down a bowl of paris green, and a shelf containing chinaware. The Government (or Nation or Union, meaning the United States) was honored by Alexis, grand duke and envoy extraordinary, who presented every senator and every judge a morocco badge—two

badges to the Chief Justice of the highest court. A governor took umbrage, but the Governor of California took native claret; and as he sipped it an old greaser with a nose of turkey-red color, who looked like a ward politician from the Fourth Ward of San Francisco, disgraced the South. Later a breeze sprang from the east side of the Bay of Fundy and cooled off the representative of the empire of Germany, much to the relief of the German Empire itself. Every man present hunted for his bowie-knife, except a Methodist member of the Salvation Army, who quoted the Gospels, speaking often of God and his Word, the Holy Writ. The Middle Ages would have been disgraced if such italic headlines as our papers contained had ever disturbed their quiet life. It was a wonderful demonstration, even for a night of the nineteenth century. Let us hope that foot-, side-, and end-notes in small volumes of history may tell the story to coming generations.

43. Thoughts on System. Proof-reading and typewriting are really skilled labor of the highest order. These occupations require acute perception, close application, and long practice. When well done such services, like first-class typesetting, require great attention to details. A thorough system (or style-card) is really es-

sential in every properly conducted office. Employers should treat faithful workmen with much consideration, for good workers are scarce.

One of the safest rules for typewriters and proof-readers to insist upon is that the "O. K." of persons who write names be marked on proofs whenever this check is possible. The most illegible and ignorant writers are usually the most boisterous and unreasonable when mistakes are made in printing or typing their bad manuscripts. When there is the slightest doubt, consult the author; otherwise look closely to the context for sense.

Refer to your favorite dictionary often. Other things being equal, the most studious person will do the best work. A well-used dictionary is a pretty fair recommendation of the owner.

On behalf of printers and typewriters the author of this little handbook asks that writers take pains with their manuscripts, remembering that a good general education does not insure careful writing or careful penmanship.

Professor A. S. Hill, Harvard's eminent author of works on rhetoric and English, says in "Our English":

"Every year Harvard sends out men—some of them high scholars—whose manuscripts would disgrace a boy of twelve;

and yet the college can hardly be blamed, for she can not be expected to conduct an infant school for adults."

Hill's words corroborate the statement that the art of preparing copy for printers is not taught in universities. Investigation will show that it is too seldom taught in any other schools. It is for such reasons that good will come from the study of this modest little compendium of a few simple rules and usages.

VI.

44. How Rules Are Often Violated. Though the Century Company, the Century magazine, and editors high in authority follow the simple, logical rules laid down by De Vinne, careful readers will find many lapses and inconsistencies, even in books bearing the imprint of the Century Company. The student of this little manual may be puzzled some time by such deviations; as, for example, in the beautiful volume, "Sailing Alone Around the World," by Captain Joshua Slocum. Despite such instances, it should be remembered that the rule and its reason remain undisturbed. The editor of the BLUE BOOK knows whereof he speaks, and the following explanation is relevant:

The Century Company has many editors,

and each editor has notions of his own that printers are directed to follow. While all of these editors accept nearly all of De Vinne's rules, now and then they deviate. A study of the Slocum book (and other works) shows that the neglect to capitalize Bay, City, Island, etc., when the word refers distinctly to a proper name, is a common error—so common that the proofreaders find it a waste of time to suggest to editors and authors the need of a capital. Yet De Vinne holds stoutly to the correctness of the capital, as explained in these pages. Even careful editors are often overruled by authors. The Century printing house and De Vinne can not be held responsible, with justice, for some of the eccentricities of their printing. It should be borne in mind that a printer's business is to do what he is told. If the reader will study paragraph I. of this book, he will discover other reasons than those given now for many lapses that mar the pages of almost everything that is ever printed.

VII.

DICTIONARY OF CAPITALS.

45. The proper use of capital and lower case (small) letters is shown in this alphabetical list. By glancing at the word desired, examples of usage will be found.

The reader should bear in mind that if he does not see the exact word he wants he will perhaps find one of the same type or class. For example, all such words as judge, president, king, governor, mayor, director, and supervisor are governed by one principle. All are titles, and an illustration of one suffices for others. Similar resemblances will suggest themselves to the thoughtful reader. This feature of the book should be used in conjunction with the style-code on page — and with frequent reference to the general index.

A

Arbor Day
Ascension Day, in Bible sense.
Almighty. See Deity.
arctic ivory, etc. See merchandise in general index.
the Arctic
algebra. See sciences.
astronomy. See sciences.
arabic figures and letters.
autumn, unless personified.
Association, church, political, and like names, go under one rule, thus: trustee, councilman, supervisor, judge, congressman, director, secretary, president, governor, superintendent, unless the term precedes a surname, or is used in lieu of the surname. The Tenth Ward Methodist Church is its official name, and it is a Methodist church in fact. If the title used in lieu of a surname may be applied to two or more persons, select a lower case letter. This is De Vinne's rule. See political parties.
Abbreviated expressions take the capital initial, thus: the Club, the Church, the Senate, the Company, the City, the Chamber, the State, the Nation, the Government, when these single words are used in lieu

of the full names of the organization. This rule would give *the Union*, meaning a certain typographical union previously named.

B

Bank Holiday
Bible. All synonyms take the capital initial.
the Board of Education of Cleveland.
a board of education—none in particular.
Bay of Naples
the Bay, when synonymous of one in particular.
a bay, meaning any one.
botany. See sciences.
biology. See sciences.
Baconian philosophy, because with direct reference to Bacon. See herculean, platonic. Consult general index.

C

Christmas. Synonyms follow the same style. See Yule-tide.
city of New York, but New York City.
a city of Missouri
this City—one previously named.
the Chief-justice

an aged justice or a former chief-justice.

castile soap. See merchandise in general index.

china goods, china silk, etc. See merchandise in general index.

cisalpine

county of Holt, but Holt County. See counties.

the County, meaning one in particular, in lieu of full name.

a county—any one.

Counties: Holt County is the name of the political division or corporation, and when *the County* is used as a shorter expression it is clearly a synonym of the full name.

the Congress of the United States, or Congress.

the Congressman, meaning a special one.

Several congressmen and senators were there.

conrgessman illustrates De Vinne's rule that a title not a synonym of a specified person (one only) should not begin with a capital, See association.

Centuries take a lower case letter: fifteenth century, nineteenth, twentieth, etc. This is an exception to the rule concerning historical epochs.

chemistry, same as algebra, botany, and other sciences. See sciences.
the Constitution, meaning of a state of the United States, or of any particular society.
the Continent, meaning of Europe, when used as a substitute for the full name of any other continent.
coolie, same as greaser, negro, and like nicknames. See nicknames.
canton, same as state, county, city. See these.

D

Decoration Day. See historic names.
Deity and all substitutes: Father, Son, Holy Ghost, Lord, Jehovah, Holy Spirit, Saviour, Creator, Providence, Heaven, when used for God. See heaven and hell for common use.
Democrat. See political parties.
delft
the Deluge
a *club* in the sense of a ward club.
but the Sixth District Ward Club, its exact name.
devil, as an exp'etive; but Satan, Beelzebub.

E

the East, meaning an undefined geographical section.
an east wind blew
the Ex-president
an ex-president, ex-mayor, ex-governor, etc.
Erie Canal
the earth. Though the name of a definite planet, this word is not capitalized. It is a clear exception to the rule.

F

Fast Day
the Flood of the Bible
Fourth of July
Father, meaning God. See Deity.
fall of the year, except when personified.

G

Good Friday
God in every sense, but the gods of fable. See Deity.
the General when referring to one in particular. See official titles.
a general, any one. See official titles.
grammar, same as botany, chemistry, and other sciences.

the Gospels, and all like terms: Scriptures, Holy Writ, the Word.
the Governor, when in lieu of his name, or meaning one in particular.
a governor, meaning any one. See official titles.

H

Holy Spirit, but see Deity
Historic names, thus: Civil War, Commencement Day, Lord's Day, Silurian Age, Dark Ages, the Deluge, the Victorian Era, the Renaissance. Others suggest themselves to the reader.
herculean, meaning full of strength, and unless direct reference is made to Hercules and his age.
hell and heaven. See Deity.
House of Commons
House of Lords
heathen
Hades and like poetical names of a future abode.
Holy Writ. See Deity.

I

india ink. See merchandise in general index.
india rubber. See merchandise in general index.
italic letters

the Island, meaning Long Island, or any one previously named; the Islands, meaning a special group previously named or suggested. The various islands of the sea, however.

J

Jesus Christ
Jehovah. See Deity.

K

a king, but the King. See association.

L

Labor Day. See historic names.
Lady Day. See historic names.
Lord. See Deity, Jesus Christ, God, etc.
the Levant
A lord and a lady, but the Lord. See association.

M

a mayor, president, lord, governor, czar, etc. See association, governor, official titles.
the Mayor, King, President, Czar, Governor, etc. See above.
morocco goods. See merchandise in general index.
the Manager. See official titles.
a manager. See association and official titles.

N

New Year's
the North, meaning an undefined geographical section.
a north wind.
Northeast, Northwest, etc., follow same rule.
Nicknames: creole, negro, mulatto, gipsy, quadroon, greaser, coolie, peon, and like nicknames do not begin with a capital.
Nation, when in lieu of the United States or any other particular government. See state, etc.
a nation of workers, however.
nature ordinarily, except when in lieu of God. See Deity.
negro. See nicknames.
Nature when used for God. See Deity.

O

oriental silk. See merchandise in general index.
the Orient
the Occident
Offiicial titles: mayor, judge, justice, king, governor, and the like follow one rule, as do the terms treasurer, secretary of state, etc. If they precede the name of one person (not of two or more) they

take the capital initial. If they follow a name or are preceded by the indefinite article *a* they need no capital. The name of the office is never written with a capital in this sense: He ran for the office of justice of the peace, president, governor, mayor, etc. See association, and consult index under the term style-code, etc.

P

a president. See official titles.

the President, Czar, King, Governor, Mayor, etc. See official titles and association.

prussian blue. See merchandise in general index.

purgatory

paradise, except the Paradise of John Milton.

Parliament. Same as Congress. See association.

platonic follows herculean and Baconian. If meaning direct reference to Plato or his system, capitalize; if meaning merely wise, write *platonic*. See herculean.

Political parties: Nationalist, Populist, Radical, Tory, Democrat, Prohibitionist. Adjectives of the same, same rule.

Personification: Anything may be personified, and all personified words should be capitalized, as: the spirit of Fire; the voice of Crime; the call of Duty; the ghost of Want.

Pronouns standing for Deity go thus: his wisdom; him we fear; thou God; thy Word; thee we adore. This is Biblical use.

Q

Queen. See king, president, governor, official titles, etc.

R

russian leather. See merchandise in general index.

Religious denominations: Catholics, Protestants, Jews, Mohammedans,—but pagan and heathen, for these terms are too indefinite to take the capital.

Republican. See political parties.

rhetoric. See sciences.

S

Saviour is the approved spelling when referring to Jesus Christ.

a senate

the Senate of Illinois

the Society for the Prevention of Vice, and like names
a society for prevention of vice
the Southern Railroad
a southern railroad
a state of the United States
the State, meaning California; but the state of California. See states.
the South, an undefined geographical location
The Southeast. Same as South.
a south wind
States: the state of New York, the empire of Germany; but New York State, the German Empire, because the official names. The Southern States, the Northern States, but the states and territories of the United States.
Sciences: All references to algebra, botany, geometry, chemistry, and like names of science are written without the capital initial.
Streets: First Street, Sixty-first Avenue, etc. Second Corps.
Seasons: The seasons are not capitalized, unless in personification.
spring is here
summer has departed
the Scriptures. See Bible and Gospels.

T

the preceding the name of a newspaper or magazine is not capitalized: *the* Herald, *the* Century, but in books it goes in capital initial; as, "The Life of Emerson."

the Tropics

tropical plants, tropical weather, etc.

turkey red. See index under merchandise.

Titles: It is as proper to say Scavenger Smith or Barber Brown as to say Judge Jones and President Roosevelt. All such titles as director, manager, weigher, inspector, and like names follow the general rule. See association and official titles. Consult index.

a township. See county, association, etc.

transatlantic

transpacific

U

universe

the Union, meaning the United States.

the Union, meaning one organization in particular, or when used in lieu of the full name.

W

Whitsunday
Whitsuntide
the West, meaning an undefined geographical section.
a west wind
a ward meeting
the Sixth Ward politicians
the wards of the city
Winter. See seasons.

Y

Your Grace
Your Honor
Your Majesty
Your Reverence
Your Royal Highness
Yule-tide. See Christmas.

Z

zoology. See sciences.
the zodiac
the zenith
Zeus, the Greek god

VIII.

FORMS OF ADDRESS.

46. Every typewriter, indeed, every educated person in the world, should know the correct forms of address. The writer has had reason to know, however, that few persons have ever mastered even the elementary forms. The following list is approved by the best writers, and sanctioned by Harper & Brothers, the eminent New York publishers:

Married Lady.—Mrs. John Jones. Madam. Dear Madam.

Unmarried Lady.—Miss Nellie Jones. Madame. Dear Madame, or Miss, or Dear Miss. Two unmarried ladies are addressed as "The Misses ———." Mesdames.

Gentlemen.—John Jones, Esq., or Mr.

John Jones. Sir. Dear Sir. My Dear Sir. To a close friend one may send the address, My Dear Jones.

Clergy of all Denominations.—The Reverend Joseph E. Scott. Sir.

Dean.—The Very Reverend the Dean of———. Sir.

(The term honorable is confined to heads of the great executive departments, judges of the United States courts, senators and representatives, governors of states, and mayors of cities. It is improper to thus designate the chiefs of bureaus, and other subordinates. In official communications the official designation only should be employed.)

The President.—To the President. Mr. President.

The Vice-president.—To the Vice-president.

Heads of Cabinet Departments.—To the Secretary of State, War, Navy, etc. Wives of such officers are addressed thus: Mrs. Postmaster-general Blair; Mrs. Attorney-general Jones.

Senators.—Hon. George F. Hoar, U. S. Senate, or Senator of the United States. Senator.

Speaker of the House of Representatives.—To the Speaker of the House of Representatives. If the letter is personal, thus: Hon. Thomas B. Reed, Speaker of the House of Representatives. Mr. Speaker.

Representatives.—Hon. William Cowherd, Representative from Missouri, or House of Representatives. Informally it should run: Hon. William Cowherd, M. C.

Chief Justice.—To the Chief Justice. If the letter is personal: Mr. Chief Justice.

Associate Justice. — Mr. Justice John Brown.

Judges of the United States Courts.—Hon. Joseph McKenna, Judge of the U. S. Circuit Court.

Governor.—To the Governor. In some states: His Excellency, the Governor.

Mayor.—To the Mayor. Hon. Mayor of New York.

Foreign Diplomatic Representative.—To His Excellency, the —— ——. Your Excellency.

Bishop.—To the Rt. Rev. —— ——.

King or Queen.—To His (or Her) Most Gracious Majesty. May it please Your Majesty.

Royal Family.—To His (or Her) Royal Highness. Prince (or Princess). May it please Your Royal Highness.

Duke.—To His Grace the Duke of Fife. My Lord Duke.

Duchess.—To Her Grace the Duchess of Fife. Your Grace. A duke's daughter is addressed as Lady.

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